

Motor Carrier Services

Insurance & Safety Area

Requirements Checklist

Hypertext links in PDF format are surrounded with a blue box.

A. New applicant requirements for SSRS (Single State Registration Service):

1. Completed Form BAS-1
2. Completed Form BAS-2
3. Operating Authority issued by Washington (ICC# MC)
4. BOC-3 which is a listing of process agents for the states in which you travel
5. Insurance filing (BMC91-X). We usually have this on file. If not, the insurance company can fax this form.
6. Payment of SSRS fees as computed.

Renewal Requirements fro SSRS:

1. Completed Form BAS-1.
2. Completed Form BAS-2.
3. Payment of SSRS fees as computed.

B. Operating Authority

New applicant for Operating Authority and are **transporting passengers or household goods:**

- May be filed any or all of the three ways listed below:
- Each application filed is \$50.00 plus a one time \$20.00 Publications fee.
- Before granting or denying, the following is needed for each type of Authority:

For Emergency Temporary Authority - If approved, valid for 30 days

1. Duplicate copies of completed form ETA
2. Fees paid
3. Statement from applicant
4. Statement or affidavit from supports
5. Completed Form E if only intrastate or not based in Indiana
6. Form BMC91X if interstate and intrastate and based in Indiana
7. Tariff which shows rates per mile

8. A financial statement
9. Completed Form BAS-1 and fees paid if required
10. Corporation papers from Secretary of State (certificate of Existence) if incorporated

For Temporary Authority - If approved, valid for 180 days

1. Duplicate copies of completed Form TA
2. Fees paid
3. Statement from applicant
4. Statement or affidavit from supports
5. Completed Form E if only intrastate or not based in Indiana
6. Form BMC91X if interstate and intrastate and based in Indiana
7. Tariff which shows rates per mile
8. A financial statement
9. Completed Form BAS-1 and fees paid if required
10. Corporation papers from Secretary of State (certificate of Existence) if incorporated

For Permanent Authority - Takes approximately 3 months for approval depending on protests

1. Fees paid
2. Financial statement
3. Completed Form BAS-1 and fees paid if required See Mary Davis, Sandy Bowling, Lori Holman

Questions regarding Tariffs: See Cindy Denny

C. U.S. DOT for Intrastate Only

Requirements for new applicants for Intrastate USDOT # for **For-hire Carriers hauling property & Private Carriers hauling haz-mat:**

1. Completed Form BAS-1 and fees paid if required
2. Fee is \$10.00 per vehicle
3. Insurance filing Form E

Renewal Requirements for the above:

1. Completed Form BAS-1 plus fees paid and proof of insurance

Requirements for new applicants for Intrastate for **Private Carriers hauling non-haz-mat:**

1. Completed Form BAS-1

There is no renewal process for the above carrier.

D. U.S. DOT for Interstate/Intrastate

Requirements for Interstate/Intrastate carriers who **are leased to a carrier only:**

1. Nothing for Intrastate
2. Completed Form MCS-150 if you are getting an IRP plate

Requirements for Interstate/Intrastate carriers who **are not leased to anyone:**

1. Completed Form BAS-1 and/or Form MCS-150
2. SSRS

Other State and Federal Agency contact information:

No external links available.